

Job Description

Job Role: Tree Officer

Service: Built and Natural Environment

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC07
Location:	Plough Lane
Responsible to:	Principal Natural Environment Officer

Main purpose of the role

Responsible for the provision of tree related advice in the context of planning processes, decisions on applications for works to protected trees and the making and serving of Tree Preservation Orders. To provide technical advice internally and externally. To promote the protection and enhancement of the county's trees as a key part of sustainable development and the delivery of tree related policy.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To provide tree related advice to the Development Management section within the specified consultation timescales, including assessment of impacts on individual trees, policy and legislation interpretation and assisting negotiations with applicants, agents and others. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To engage proactively with members of the public, Town and Parish Councils and Members on tree related issues. 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> To play a key role in the determination of applications for works to protected trees (those within Conservation Areas and covered by Tree Preservation Orders). 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To lead on the process for making new provisional Tree Preservation Orders and duly confirming new TPOs in line with the relevant legislation including carrying out TEMPO assessments. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To provide tree related advice to the Strategic Planning section, including policy development and input into site development briefs and tree strategies. 	<ul style="list-style-type: none"> Quarterly



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To work with all Council departments and delivery partners (e.g. Balfour Beatty Living Places) providing advice relating to trees including council owned trees, highways trees and where claims of vegetation related subsidence and other legal claims are made. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To advise upon proposals advanced by the Council and partners that would benefit trees, nature conservation and wildlife. 	<ul style="list-style-type: none"> Quarterly
<ul style="list-style-type: none"> To prepare reports and carry out such duties as an expert witness in relation to the above duties and responsibilities. 	<ul style="list-style-type: none"> As required
<ul style="list-style-type: none"> Data quality: To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. 	<ul style="list-style-type: none"> Quarterly
<ul style="list-style-type: none"> Undertake supplementary administrative and technical tasks as and when required, to support the wider team, team leaders & Service Manager. 	<ul style="list-style-type: none"> As required



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> Degree or vocational qualification in an arboriculture, horticulture or other countryside/ecology related disciplines. 	Essential	A, I
<ul style="list-style-type: none"> Professional Tree Inspection Certificate (such as LANTRA level 3) or equivalent. 	Essential	A, I
<ul style="list-style-type: none"> Technicians Certificate level 3 (Arboricultural Association). 	Essential	A, I
<ul style="list-style-type: none"> Or National Cert/Dip Arboriculture. 	Essential	A, I
<ul style="list-style-type: none"> Or other relevant level 3/4 Arboricultural qualification. 	Essential	A, I
<ul style="list-style-type: none"> Possessing/working towards membership of a relevant professional institute, e.g. Arboricultural Association 	Essential	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Demonstrable experience of providing arboricultural advice 	Essential	A, I
<ul style="list-style-type: none"> An understanding of the role of a tree officer in a local planning authority. 	Essential	A, I
<ul style="list-style-type: none"> Experience of working for a local authority 	Desirable	A, I
<ul style="list-style-type: none"> Strong knowledge of planning and regulatory 	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
issues in regard to works to trees in Conservation Areas and Tree Preservation Orders.		
<ul style="list-style-type: none"> Knowledge and experience of applying tree legislation and arboricultural best practice, supported by a working knowledge of planning policy 	Essential	A, I
<ul style="list-style-type: none"> Knowledge and experience of the process for creating and serving Tree Preservation Orders 	Essential	A, I
<ul style="list-style-type: none"> Experience of working to tight deadlines and on multiple work streams 	Essential	A, I
<ul style="list-style-type: none"> An understanding of tree cultivation and management. 	Essential	A, I
<ul style="list-style-type: none"> Knowledge of Pests and Diseases. 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> To understand and interpret technical reports and legislation, policy and guidance. 	Essential	A, I
<ul style="list-style-type: none"> The ability to accurately assess trees and make judgements based upon their health and condition. 	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Specialist knowledge of tree species and tree related diseases. 	Essential	A, I
<ul style="list-style-type: none"> To prepare and present technical advice, reports and statements for a range of audiences 	Essential	A, I
<ul style="list-style-type: none"> To liaise with internal and external stakeholders 	Essential	A, I
<ul style="list-style-type: none"> Ability to work under own initiative as well as within a team 	Essential	A, I
<ul style="list-style-type: none"> To promote trees across the organisation in line with the council's ambition to address the declared climate and ecological emergencies 	Essential	A, I
<ul style="list-style-type: none"> Driving licence and ability to travel throughout the county. 	Essential	A, I
<ul style="list-style-type: none"> Ability to undertake site surveys, sometimes on rough terrain. 	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share





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information effectively. You will also learn about the legalities and procedures the social care staff can take.

**Spirit of
Herefordshire**
A place to Live, Work & Thrive

Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

